

| FY | Trans.date | Acc(T) | Description | Amount | Type of Cost |
|---------|------------|------------------------|---|-----------|--------------|
| FY19/20 | 09/08/2019 | Overseas travel | Return flights for trip to China to visit Capital Normal, NUIST & BIT (* Business Class - see below) - September 2019 | £4,200.92 | Purchasecard |
| FY19/20 | 09/08/2019 | Overseas travel | Internal Flights for China Trip - September 2019 | £317.80 | Purchasecard |
| FY19/20 | 18/09/2019 | UK subsistence | Hotel Accommodation for the UUK New VC event (15.10.2019) | £180.00 | Purchasecard |
| FY19/20 | 30/09/2019 | UK travel | Loddon Cars (Return Journey to LHR) | £180.00 | Invoice |
| FY19/20 | 11/10/2019 | Overseas travel | Return Flights to visit the University of Reading, Malaysia Campus 1/5 Nov | £3,982.02 | Purchasecard |
| FY19/20 | 27/10/2019 | UK subsistence | Holiday Inn Birm City (04.12.2019)** | £155.10 | Purchasecard |
| FY19/20 | 29/10/2019 | UK travel | Kelly Executive Services (British Museum Annual Trustees Dinner 30.10.2019) | £216.00 | Purchasecard |
| FY19/20 | 07/11/2019 | Hospitality staff only | Lunch with a member of the Alumni Community (07.11.2019) | £19.73 | Project Code |
| FY19/20 | 08/11/2019 | Overseas travel | Visa Costs for trip to China | £360.40 | Purchasecard |
| FY19/20 | 14/11/2019 | UK travel | Train to Leeds for MOAP Dinner 16/17 Dec | £241.00 | Purchasecard |
| FY19/20 | 15/11/2019 | UK subsistence | Hotel Accommodation in Leeds for the MOAP Dinner (16.12.2019) | £96.30 | Purchasecard |
| FY19/20 | 22/11/2019 | Business entertaining | Lunch with Executive Director, Activate Learning (22.11.2019) | £30.10 | Project Code |
| FY19/20 | 05/12/2019 | UK travel | Train from Reading-Birmingham (10.09.2019) UUK Conference | £58.70 | Expenses |
| FY19/20 | 05/12/2019 | UK travel | Train from Reading-London (03.10.2019) BUFDG Conference & Santander Meeting | £49.20 | Expenses |
| FY19/20 | 05/12/2019 | UK travel | Train Reading-London (30.10.2019) British Museum Dinner | £12.00 | Expenses |
| FY19/20 | 05/12/2019 | UK travel | Train Reading-London (15.10.2019) UUK New VC Event | £19.75 | Expenses |
| FY19/20 | 05/12/2019 | UK travel | Train Reading-London (23.07.2019) Chinese Embassy visit for VISA | £12.00 | Expenses |
| FY19/20 | 11/12/2019 | Overseas subsistence | | | |